



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND  
314 LONGS CORNER ROAD  
ABERDEEN PROVING GROUND, MD 21005-5055



REPLY TO  
ATTENTION OF

CSTE-DTC-RP (600)

14 May 2003

MEMORANDUM FOR

Commanders, DTC Test Centers  
HQ DTC Directors and Office Chiefs

SUBJECT: Policy Letter #10 - Alternative Work Schedules

1. The U.S. Army Developmental Test Command has a long history of enjoying the benefits of alternative work schedules (AWS's). There is a wonderful diversity in the application of the governing laws and regulations that reflects the local needs of the test centers and the headquarters (HQ) as we have elected to enter into this program and as it has evolved in these diverse settings. The overarching principle guiding implementation has been that an AWS is something we do for the workforce, not to the workforce. The implementation must be consistent with the needs of the mission and our customers, both internal and external. In many instances it has proven to be not only transparent to the customer, but has enhanced the services we provide.
2. DTC HQ implementation of AWS's requires a presence across all functional areas throughout the business week so that we may remain responsive to any and all requirements. This does not apply at the test centers so long as the current procedures for rapid coordination are maintained and functioning well.
3. AWS should be temporarily discontinued when issues of personnel continuity prevent proper manning of functional areas.
4. The establishment of new AWS's or changes to existing programs should be coordinated with this HQ. My proponent for this program, the Military and Civilian Personnel Division, Directorate for Resources and Personnel, stands ready to provide technical advice and assistance in the design or redesign and implementation of AWS's. The implementation or a change to an AWS for employees in a bargaining unit for which a labor organization holds exclusive recognition is subject to negotiation with that union.
5. Please disseminate this policy to all members of the command, and post a copy on official command bulletin boards.

MARVIN K. McNAMARA  
Brigadier General, USA  
Commanding